

2015 CHDO Certification

February 11, 2015

Real Estate Production Staff

- Matt Rayburn, Chief Real Estate Development Officer
- Carmen Lethig, Real Estate Production Manager
- Becky Richardson, Senior Financial Budgeting & Reporting Systems Specialist
- Dani Miller, Real Estate Coordinator (beginning March 2)

Regional Analysts:

Northwest: Kait Baffoe

Northeast & Marion County: Megan Coler

Southwest: Jeff Hasser

Southeast: Drew Rosenbarger



Indiana Housing & Community Development Authority

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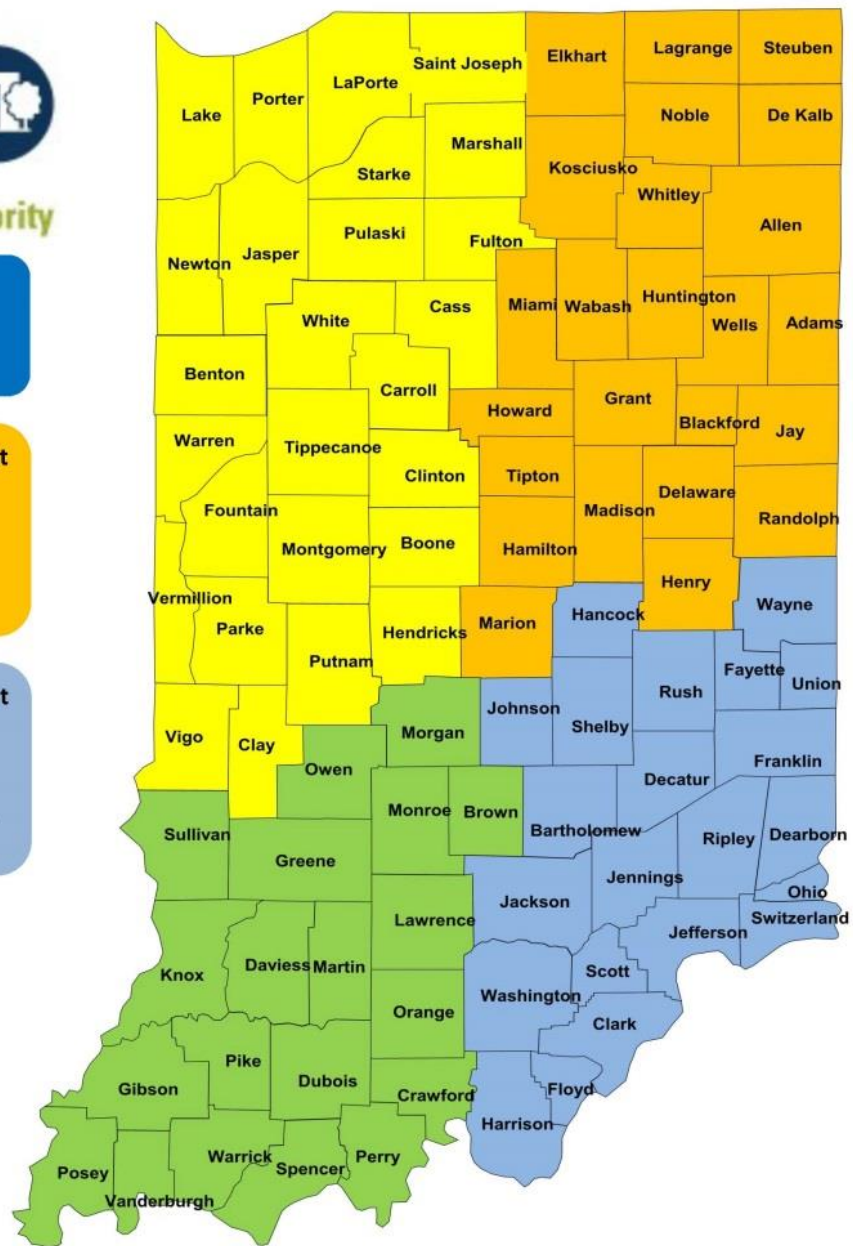
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Senior Financial Budgeting & Reporting Systems Specialist

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2015 CHDO TIMELINE & SUBMISSION

Date	Process
February 2, 2015	Application Posted
February 11, 2015	Application Webinar
April 1, 2015	Applications Due
May 26, 2015	Certification Letters Sent

Applications: <http://www.in.gov/myihcda/2482.htm>

Mail completed forms with original signatures and required attachments to:

Indiana Housing and Community Development Authority
Attn: CHDO Certifications
30 S. Meridian Street, Suite 1000
Indianapolis, IN 46204

QUALIFYING APPLICANTS

- Community Housing Development Organization (CHDO): A private nonprofit, community-based service organization with staff capacity to develop affordable housing for the community it serves.
 - 15% of State HOME funds are set aside for CHDO use
 - Access to Predevelopment Funds: \$50,000 maximum request
 - Access to Operating Funds: \$50,000 maximum request
- To qualify, organization must meet:
 - Legal Status
 - Capacity and Experience
 - Organizational Structure

LEGAL STATUS

- Nonprofit Status through IRS designation
 - Submit Tax Exempt Ruling from IRS
- Organized under State Law with Secretary of State Approval
 - Submit Certificate of Existence
- Providing affordable housing must be among purpose of organization
 - Charter
 - Articles of Incorporation
 - By-Laws

CAPACITY

- Financial
 - Most current annual budget
 - Two most recent audited financial statements
 - Notarized affidavit of compliance with financial accountability standards of 24CFR 84.21
- Staff Capacity and Experience
 - Experienced staff who have successfully completed similar CHDO projects
 - Resumes of key staff who have successfully completed a homebuyer or rental project
 - One year experience serving community (does not have to be housing related)
 - Appendix A

CAPACITY

- Clearly defined geographic service area
 - One year experience serving community
 - Service does not have to be directly related to housing

IHCDA APPLICATION FOR CERTIFICATION				
IHCDA COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)				
APPENDIX A				
<i>Proposed CHDO Service Area</i>				

Using the chart below, list completed or current activities undertaken and/or services provided by the CHDO applicant (or parent organization) during the last 12 months showing service to the community (ies) within the proposed CHDO Service Area.

Organization: _____ 0

Description of Activity or Service	Applicable County(ies)

This document **must** be signed by the President/CEO of the organization.

Signature: _____ Date: _____
 Printed Name: _____ Date: _____

ORGANIZATIONAL STRUCTURE

- At least 1/3 of Board of Director's must be representing low-income:
 - Low Income Neighborhood: Can be residents of a low-income neighborhood in the community
 - Low Income Resident: Can be low-income resident of the community
 - Elected Representative: Can be elected representatives of low-income community organizations
- To achieve this:
 - Must be in Articles of Incorporation, By-Laws or Charter
 - Must provide MOU for each qualifying board member
- Low-income is defined by:
 - Neighborhood: Census tract where Median Family Income is below 80% of the Median Family Income
 - Resident: Income must be at or below 80% of Area Median Income for County in which they reside.

DETERMINING LOW INCOME NEIGHBORHOODS

- To Find Census Tract:

- US Census Factfinder:

<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>

- Select Geographies
- Select Address Search tab
- Enter address
- Census Tract will be listed in Chart

"Your Selections" is empty

To search for tables and other files in American FactFinder:

Select Geographies

List Name Address Map Groups, Industry Codes, EEO Occupation Codes or

Enter a street address, city and state, or a street address and ZIP code. Click 'Go'.

Note: address search will use the latest available address data beginning with 2011 and working backwards, based on the contents of Your Selections.

street address city state zip

30 S Meridian Street Indianapolis Indiana 46204 GO

Geographies containing 30 S Meridian St, INDIANAPOLIS, IN, 46204:

Select geographies to add to Your Selections

Geography Results:

Geography Name	Geography Type	Geography Code
PUMA5 02305, Indiana	Public Use Microdata Area (PUMA)	795
Indiana	State	040
Marion County, Indiana	County	050
Center township, Marion County, Indiana	County Subdivision	060
Block 3094, Block Group 3, Census Tract 3910, Marion County, Indiana	Block	100
Census Tract 3910, Marion County, Indiana	Census Tract	140
Block Group 3, Census Tract 3910, Marion County, Indiana	Block Group within Census Tract	150
Indianapolis city (balance), Indiana	Place within State	160
Indianapolis city, Indiana	Consolidated City	170

DETERMINING LOW INCOME NEIGHBORHOODS

- Determining if Census Tract is “Low Income”
 - Federal Financial Institutions Examination Council:
<http://www.ffiec.gov/census/default.aspx>
 - Select Indiana and “Retrieve by County” or “MSA/MD” whichever is applicable
 - Select County or MSA in which the board member lives
 - Select Get Census Demographic
 - Look up Census Tract under “Tract Code” to determine level
 - To qualify, “Tract Income Level” must be **Low** or **Moderate**

FFIEC Census Reports

FFIEC FEDERAL FINANCIAL INSTITUTIONS EXAMINATION COUNCIL
Promoting uniformity and consistency in the supervision of financial institutions

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FFIEC Census Reports

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2014 FFIEC Census Report - Summary Census Demographic Information
 State: 18 - INDIANA (IN)
 County: 097 - MARION COUNTY
 Records 1 through 100 of 224

Data Report Links
[Demographic \(PDF\)](#) [Income \(PDF\)](#) [Population \(PDF\)](#) [Housing \(PDF\)](#)

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* Will automatically be included in the 2015 Distressed or Underserved Tract List

Tract Code	Tract Income Level	Distressed or Underserved Tract	Tract Median Family Income %	2014 FFIEC Est. MSA/MD non-MSA/MD Median Family Income	2014 Est. Tract Median Family Income	2010 Tract Median Family Income	Tract Population	Tract Minority %	Minority Population	Owner Occupied Units	1- to 4-Family Units
3101.03	Upper	No	204.49	\$67,900	\$138,849	\$132,234	7096	35.25	2501	2534	2625
3101.04	Middle	No	104.23	\$67,900	\$70,772	\$67,399	3536	31.17	1102	1132	1314
3101.05	Middle	No	108.07	\$67,900	\$73,380	\$69,886	3531	48.20	1702	904	1117
3101.06	Moderate	No	65.99	\$67,900	\$44,807	\$42,674	3818	54.11	2066	441	766
3101.08	Upper	No	178.89	\$67,900	\$121,466	\$115,682	3255	18.96	617	1266	1445
3101.10	Middle	No	103.81	\$67,900	\$70,487	\$67,132	2881	53.94	1554	608	890
3101.11	Upper	No	127.13	\$67,900	\$86,321	\$82,212	3552	57.15	2030	690	924
3102.01	Middle	No	96.88	\$67,900	\$65,782	\$62,847	3930	56.56	2223	957	1456
3102.03	Moderate	No	75.78	\$67,900	\$51,455	\$49,004	5617	66.89	3746	1446	1980
3102.04	Middle	No	106.94	\$67,900	\$72,612	\$69,154	5329	78.04	4159	1305	1592
3103.05	Low	No	45.29	\$67,900	\$30,752	\$29,286	6557	82.72	5424	921	1563
3103.06	Moderate	No	52.49	\$67,900	\$35,641	\$33,944	6147	86.55	5320	830	1251
3103.08	Middle	No	106.48	\$67,900	\$72,300	\$68,854	3463	72.62	2515	1024	1238
3103.09	Moderate	No	52.96	\$67,900	\$35,960	\$34,250	3290	78.33	2577	400	958
3103.10	Middle	No	111.78	\$67,900	\$75,899	\$72,284	4439	65.13	2891	1473	1553
3103.11	Middle	No	106.04	\$67,900	\$72,001	\$68,569	5224	71.42	3731	1544	1902
3103.12	Moderate	No	68.75	\$67,900	\$46,681	\$44,458	6230	81.46	5075	1149	1546
3201.05	Middle	No	103.74	\$67,900	\$70,439	\$67,083	4329	34.79	1506	864	1304
3201.06	Middle	No	99.41	\$67,900	\$67,499	\$64,286	2588	33.35	863	586	806
3201.07	Upper	No	143.50	\$67,900	\$97,437	\$92,793	1525	15.02	229	665	697
3201.08	Moderate	No	60.39	\$67,900	\$41,005	\$39,053	5296	65.60	3474	330	945
3201.09	Upper	No	140.87	\$67,900	\$95,651	\$91,094	2497	16.28	406	1026	1083
3202.02	Upper	No	169.53	\$67,900	\$115,111	\$109,625	3895	6.19	241	1429	1586
3202.03	Moderate	No	78.49	\$67,900	\$53,295	\$50,756	3004	33.19	997	306	818
3202.04	Moderate	No	79.72	\$67,900	\$54,130	\$51,553	5374	49.85	2679	372	1308
3203.01	Upper	No	154.53	\$67,900	\$104,926	\$99,926	3382	9.93	336	1362	1712
3203.03	Moderate	No	69.26	\$67,900	\$47,028	\$44,788	3333	33.45	1115	5	328
3203.04	Upper	No	185.43	\$67,900	\$125,907	\$119,907	6483	12.97	841	1858	2097
3204.00	Middle	No	90.75	\$67,900	\$61,619	\$58,684	3295	36.24	1194	693	952
3205.00	Inner	No	146.62	\$67,900	\$98,555	\$94,810	3208	26.78	859	765	1107

- Need to be income verified determined by qualifying a resident in the HOME program
- Income must be at or below the 80% of the Area Median Income in the County in which the board member resides
 - Use the RED Notices - 2014: <http://www.in.gov/myihcda/2458.htm>
 - RED-14-18 2014 Federal Program Income and Rent Limits
- Proof of income does not need to be submitted to IHCD, but should be retained by the CHDO.

RED-14-18 2014 Federal Program Income and Rent Limits.pdf - Adobe Acrobat

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198%

Tools Comment Share

2014 LOW-INCOME HOUSING
COMMUNITY DEVELOPMENT PROGRAM

Effective
May 1, 2014

COUNTY INCOME LIMITS

COUNTY RENT LIMITS

COUNTY	SET- ASIDE	ONE PRSN	TWO PRSN	THREE PRSN	FOUR PRSN	FIVE PRSN	SIX PRSN	SEVEN PRSN	EIGHT PRSN	NINE PRSN	EFF	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
ADAMS	30%	12,050	13,800	15,500	17,200	18,600	20,000	21,350	22,750	24,100	301	323	387	447	500	551	602
	40%	16,080	18,400	20,680	22,960	24,800	26,640	28,480	30,320	32,160	402	431	517	597	666	735	804
	50%	20,100	23,000	25,850	28,700	31,000	33,300	35,600	37,900	40,200	434	505	626	746	843	930	1,016
	60%	24,120	27,600	31,020	34,440	37,200	39,960	42,720	45,480	48,240	434	505	626	830	1,019	1,112	1,200
	80%	32,150	36,750	41,350	45,900	49,600	53,250	56,950	60,600	64,300	434	505	626	830	1,019	1,112	1,200
ALLEN	30%	12,450	14,200	16,000	17,750	19,200	20,600	22,050	23,450	24,850	311	333	400	461	515	568	621
	40%	16,600	18,960	21,320	23,680	25,600	27,480	29,400	31,280	33,160	415	444	533	616	687	758	829
	50%	20,750	23,700	26,650	29,600	32,000	34,350	36,750	39,100	41,450	474	520	664	830	926	1,021	1,116
	60%	24,900	28,440	31,980	35,520	38,400	41,220	44,100	46,920	49,740	474	520	664	854	969	1,114	1,260
	80%	33,150	37,900	42,650	47,350	51,150	54,950	58,750	62,550	66,300	474	520	664	854	969	1,114	1,260
BARTHOLOMEW	30%	14,100	16,100	18,100	20,100	21,750	23,350	24,950	26,550	28,150	352	377	452	523	583	643	703
	40%	18,760	21,440	24,120	26,760	28,920	31,080	33,200	35,360	37,480	469	502	603	696	777	857	937
	50%	23,450	26,800	30,150	33,450	36,150	38,850	41,500	44,200	46,850	597	640	767	886	990	1,091	1,193
	60%	28,140	32,160	36,180	40,140	43,380	46,620	49,800	53,040	56,220	608	665	827	1,087	1,122	1,290	1,446

ADDITIONAL ITEMS

- Must adhere to a Fair Lease and Grievance Procedure approved by the Board of Directors
 - Submit copy of Fair Lease Agreement
- Must adhere to a plan involving tenants in management decisions approved by the Board of Directors
 - Submit copy of Plan
- Must adhere to a formal process for low-income, program beneficiaries to advise the organization on decisions regarding design, siting, development and management of all HOME housing projects
 - Submit By-Laws, Resolution or Written Statement of Operating Procedures
- Homebuyer and Preservation of Affordable Housing Rounds: Must select check box on application form and submit CHDO Application by April 1, 2015

The screenshot shows a Microsoft Word document titled "2015_HO" with a ribbon menu at the top. The document content is a "CHDO SUMMARY" form. The form includes the following sections:

- CHDO STATUS**: A section with a paragraph of text and a checkbox for "Certification Application on or prior to the April 1, 2015 due date." with "Yes" and "No" options.
- CHDO ROLE**: A section with a paragraph of text and checkboxes for "OWNER", "SPONSOR", and "DEVELOPER".
- PREDEVELOPMENT OR SEED MONEY LOANS**: A section with a paragraph of text and checkboxes for "Predevelopment" and "Seed Money". It also includes fields for "Award Number:", "Final Draw Date:", "When did you receive the loan (month and year awarded from IHCD)?", and "When will the loan be repaid to IHCD (month and year)?".

CHDO CONTACT

Please direct questions to:

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Real Estate Production Analyst
mcoler@ihcda.in.gov
317-233-0543